



CITY OF ATLANTA

Office of Parks

233 Peachtree Street, NE
Harris Tower, Suite 1600
Atlanta, Georgia 30303
(404) 546-6757 E-Fax (404) 546-9635
parksreservationist@atlantaga.gov
www.atlantaga.gov

OR

Mayor's Office of Special Events
55 Trinity Avenue, SW Suite 2400
Atlanta, GA 30303
404-330-6741 Fax: 404-658-7096
*NOTE: Applications submitted to the
Mayor's Office of Special Events are not
reviewed or confirmed, they will be
submitted to the Office of Parks for review
and confirmation.

2011 PARK RENTAL APPLICATION

Please submit completed application along with a non refundable user fee (made payable via check or money order made out to the City of Atlanta) and a \$100 sanitation bond (made payable via money order only made out to person submitting the application).

***A Large Gathering in a Park** application must be submitted for any planned Park Gatherings lasting one hour or more with an anticipated attendance of 75 or more people. A Large Gathering application **is not** necessary if you are reserving only a pavilion, gazebo or ball field. A Large Gathering application **is** necessary if you plan to have amplified sound and/or portable restrooms at your event. Please be aware that a Large Gathering Permit does not grant permission to vend in a park, erect a tent larger than a 10'x10', stage, or moonwalk or use alcohol. *The permit fee is \$50(nonrefundable). Please submit this application no earlier than 90 days prior to the event; 30 days if using portable toilets, amplified sound and/or generators, and no later than 15 working days prior to your event date.*

****A Pavilion** application must be submitted to secure exclusive use of a specific facility in a park. Pavilions are available on a first come, first serve basis when there is no reservation. *Please submit this application no earlier than 90 days prior to the event and no later than 15 working days prior to your event date.* A pavilion reservation (permit) entitles the permit holder to exclusive use of the pavilion for that date and time indicated on the permit.

*****An Outdoor Wedding in a Park** application is used when an outdoor wedding occurs inside a city park, in a location other than in a picnic pavilion, and where the wedding includes set-up or requires city services outside of normal scheduled maintenance. *The permit fee is \$50(nonrefundable). Please submit this application no earlier than 90 days prior to the event and no later than 15 working days prior to your event date.*

******Park Attendant:** City park users who reserve pavilions or have large gatherings in a park that require vehicular access shall use a park attendant at the rate of \$10.50 per hour (minimum 4 hours). This will allow vehicles to unload and load only, parking vehicles inside the park is not allowed. *Sec. 110-3. Park attendants are available on first come, first serve based on availability and must be booked at least 2 weeks prior to your event date.*

*******A Private Business in a Park** application is used for individuals or organizations wishing to utilize a City of Atlanta park for private business purposes. The private business may not be operated in a park unless and until the application is granted and a permit is issued. A Private Business in a Park Permit does not grant permission to vend (no monies to be exchanged) in a park, erect a tent larger than a 10'x10', stage, or moonwalk or possess alcohol. No advertising/marketing or staking of any kind is allowed in the park. A separate application must be submitted for each park that the business wishes to use. A valid business license and a \$1 million insurance policy naming the City of Atlanta as an additional insurer is required. The permit fee is \$1500 per park per year (nonrefundable).

Please indicate all that apply:

Pavilion** (see page 6) _____ **Double Decker**** (see page 6) _____ **Gazebo**** (see page 6) _____

Large Gathering* _____ **Outdoor Wedding***** _____ **Park Attendant****** _____

Private Business in a Park (boot camps)***** _____

Park _____ **Event Name** _____

Event Date _____ **Location in the park** _____

Name of Organization _____

Type of Event _____ **# of People Expected** _____

(Please note groups of 250 people or more may need additional approvals from EMS, APD and AFR)

Setup Time _____ **Start Time** _____ **End Time** _____ **Breakdown Time** _____

The applicant must present a driver's license, voter registration card or utility bill in the applicant's name.

Contact Name _____ **Cell phone #** _____

City Resident: Yes _____ **No** _____ **Contact email** _____

Contact Address (street, city, zip) _____

Alternate Contact _____ **Alternate Cell #** _____

1. Is electrical power needed? Yes _____ No _____
2. If yes to question #1, will a generator be used? Yes _____ No _____ (An electrical permit must be obtained from Bureau of Buildings when using a generator in a park, please call 404-865-8550 for assistance)
Description of generator: Wattage: _____ Weight: _____ Fuel Tank Size: _____
If no, how will you generate power? _____
3. Will there be any cooking at this event? Yes _____ No _____
4. If yes to question #3, what will be the fuel source?

5. Will there be any liquid propane gas, flammable or combustible liquids used at this event? Yes _____ No _____
6. If yes to question #5, give the name and intended use and how much will be stored on site:

7. How will you handle a medical emergency during the event?

8. Will portable toilets be used? Yes _____ No _____ (If yes, this application must be submitted at least 30 days prior to your proposed event date)
9. If yes to question #8, how many? _____
Portable Toilet Company Name: _____
Delivery Date/Time _____
Pick Up Date/Time _____
10. Do you plan to have amplified sounds at your event? Yes _____ No _____
(If yes, this application must be submitted at least 30 days prior to your proposed event date)

Start Time: _____ End Time: _____
11. Will tents be erected at your event? Yes _____ No _____
12. If yes to question #11, how many? _____ Sizes? _____
(All tents must be indicated on the site plan for pre-approved placement. Tents 10'x10' or less and are 12' apart do not require approval from the Commissioner of the Department of Parks, Recreation and Cultural Affairs but must be shown on the site plan)

I have received a copy of the rules and regulations that govern the use of City of Atlanta parks. I understand that failure to abide by the same could result in denial of a future reservation. My signature below signifies my pledge to adhere to these rules and regulations.

Your signature below verifies that the information provided in this application is accurate and complete and that you understand and agree to comply with the rules, conditions and limitations contained in this permit application. For additional information, please reference the City of Atlanta Code of Ordinances, Sec. 110-75 and 110-76.

Signature: _____ Date: _____

LARGE GATHERING/OUTDOOR WEDDING SITE PLAN

An acceptable site plan is a reasonably accurate representation of where the Large Gathering/Outdoor Wedding/Private Business in a Park will be held in a park. Site plans need not be to scale. Please include the nearest streets, residences and business.

APPLICATIONS WITHOUT A SITE PLAN CANNOT BE PROCESSED.

Park
name: _____

Proposed
date: _____

Street name	
Street name	Street name

Please indicate the proposed location of all tables, chairs, grills, garbage receptacles, amplification, games, portable toilets, banners, etc. Make sure you show how these items will be placed in relation to existing elements in the park, such as structures, sidewalks, park roads, trees, planting beds, playgrounds, ball fields, etc. All details described in this application must be identified on this site plan. Failure to label street names and provide all necessary details on the site plan will constitute an incomplete site plan and may delay the permitting process.

Revised 12/08/2010

TO ALL APPLICANTS:

YOU ARE RESPONSIBLE FOR ADHERING TO THE RULES AND REGULATIONS ON PAGES 4 and 5 THIS APPLICATION.

**Rules and Regulations for a 2011 Parks Rental
City of Atlanta Department of Parks, Recreation and Cultural Affairs
Office of Parks**

1. ****Effective January 3, 2011, The Office of Parks Reservations will accept applications in person Monday, Wednesday, and Friday between the hours of 8:30 a.m. and 1:00 p.m. Tuesday and Thursday between the hours of 1:00 p.m. and 4:30 p.m. on a first-come, first served basis. At this time you are welcomed to meet with a representative from the Reservations Office for a 15 minute meeting regarding your event/application. If you choose to drop off your application at any other time, there will be a drop box in the Lobby. Please keep in mind, if you are dropping off your permit application in the drop box and still have questions we can be reached via email at parksreservationist@atlantaga.gov. Reservations may be made in person, via fax (404) 546-9635 and via email @ parksreservationist@atlantaga.gov.**
2. **Reservations cannot be made any earlier than 90 days prior to the event, or any later than 15 working days before the event. All payments are due at the time of submission of the application. The Director of the Office of Parks, or his designee, shall determine whether to grant the permit. Submitting this application does not guarantee that a permit will be issued.**
3. **A refundable sanitation bond of \$100.00 may be charged to reserve the referenced pavilion, large gathering, and outdoor wedding. The bond shall be forfeited to the city if the reserving party fails to clean the rented area and deposit trash in the trash receptacles provided by the city prior to leaving the site. Please make sanitation bond payable to the person submitting the application. So that we may send your refundable sanitation bond please provide a self-addressed stamped envelope with your application.**
4. **Payments may be made to the Reservationist via cashier's check, company check, personal check or money order, made payable to the **City of Atlanta Office of Parks**. No cash will be accepted.**
5. **All cancellations must be made **in writing** to the Reservations Office no less than thirty (30) working days prior to the scheduled event in order to receive a refund. Please allow 6 to 8 weeks for processing of any refund.**
6. **Anyone planning a "Large Gathering" in a park, where the gathering is reasonably expected to have more than 75 people, and is reasonably expected to last for one hour or longer, must have a Large Gathering permit. Permit applications for a Large Gathering cannot be made earlier than 3 months prior to the event, or later than 15 working days (30 days if using portable toilets, banners, generators or amplified sound) before the event. An exception to this requirement shall arise when a gathering occurs within 48 hours of an identifiable event or decision, the date of which could not have been predicted with certainty, including but not limited to an announcement regarding a military action, an announcement of a court decision, or a death, in which case the reservation shall be made as early as possible so the City can provide adequate services.**
6. **No moonwalks, dunk tanks, or any equipment that calls for independent power are allowed in the park, except by an Outdoor Festival permit which requires 90 days notice.**
7. **All games and activities that could damage the lawns are restricted (i.e. metal cleats, staking, burning).**
8. **All pets must be on leash in a City park. Persons with pets must clean up after the pet. No horses or ponies are allowed in any park at any time.**
9. **No glass containers are allowed in the park.**
10. **No selling of food or other items is allowed; no alcoholic beverages are allowed (except by an Outdoor Festival permit which requires 90 days notice)**

11. For events scheduled for more than 3 hours in parks without operable restrooms, the pavilion user or designee shall provide one portable toilet per 100 people expected. The user is responsible for contacting a company for the delivery and pick up of the toilets. The reserving party shall contact the District Maintenance Supervisor of the park for a designated location for the toilets. Toilets are required to be removed 24 hours following the event.
 - * A key for the restrooms in parks with operable restrooms will be available from the Reservationist 2-3 business days prior to the event. There is a \$20.00 refundable deposit for restroom keys.
 - ** A gate key is required for the Chastain Park Master Grill. The key will be available from the Reservationist 2-3 business days prior to the event. There is a \$20.00 refundable deposit for this key. **Note: Master Grill is currently unavailable due to storm damage.**
12. No tents or canopies over 100 square feet are allowed.
13. The renter is responsible for all clean up, including removal of all trash, decorations, and other items brought into the park. The Office of Parks is not responsible for setting up or taking down rental equipment, nor is the Office of Parks responsible for any rental equipment delivered to the site.
14. Absolutely no illegal substances are allowed on City property.
15. All rules and regulations governing use of the park must be obeyed. Failure to comply may result in permit revocation.
16. For purposes of the Park Reservations and Permits described in this Application, decisions of whether to deny or revoke a Park Reservation/Permit shall be made by the Commissioner of the Department of Parks, Recreation and Cultural Affairs, pursuant to the rules set forth in Section 142-12 of the Atlanta Code of Ordinances. Where Section 142-12 refers to final decisions by the Chief of Staff, the decisions regarding the Park Reservations and Permits described in this Application shall be made by the Commissioner.
17. The Park Rental Permit holder (host) or his/her designee must be present on site with the Park Rental Permit in his/her possession during the entire rental period, including set-up and break-down. The host must also provide the Special Events Manager or her/his designee with his/her contact phone number or location of the person carrying the Park Rental Permit so that the Special Events Manager may contact the permit holder at any time during the rental period.
18. The renter hereby agrees to hold the Department of Parks and Recreation harmless for any and all liability and loss that the renter, or a guest, may suffer or incur through the use of the park. The event organizer/permit holder agrees to indemnify and hold harmless the City of Atlanta, its officials, agents and employees from any and all losses, expenses, demands and claims (including without limitation attorneys' fees and costs) against the City of Atlanta its officials, agents and employees sustained or alleged to have been sustained in connection with or arising out of this Park Rental permit, or the performance of the permitted activities by the event organizer or a contractor employed by the event organizer or any of their officers, agents or employees. This indemnification clause shall include without limitation all losses, expenses, demands and claims arising from the intellectual property rights, the alleged intellectual property rights, and/or the licensing requirements of any third party.

Please Note: Occasionally our facilities experience problems with electricity and/or water (where applicable). In such cases you or your organization will have the option of accepting the rental as is or rescheduling your event. When possible, we will notify you in advance of problems with the facility. Thank you for your cooperation.

PAVILION USER FEES

All reservation applicants must present proof of residence at the time reservations are made, in the form of a driver's license, voter registration card or utility bill in the applicant's name. It is unlawful for a nonresident individual or organization to fraudulently apply for use of Department of Parks, Recreation and Cultural Affairs facilities in the name of a City of Atlanta resident or through the use of a City of Atlanta address. Violators may be subject to revocation of the permit and prosecution in accord with the Code of Ordinances Section 106-90 and subsequent sections. The following rates shall apply:

Park	Location	Pavilion Name	Capacity (Standing)	Capacity (Seated)	City of Atlanta Resident Cost	Non-Resident Cost	Outdoor Restrooms
Adams	SW	Master Grill	100	50	\$150	\$200	No
Anderson	NW	Pavilion	100	Varies	\$100	\$150	No
Bessie Branham	SE	Urban Treehouse	Varies	Varies	\$100	\$150	No
Brownwood	SE	Main Pavilion	100	Varies	\$100	\$150	No
Candler	NE	Pavilion # 1 or 2	30	Varies	\$100 each	\$150 each	No
Chastain * (Master Grill unavailable)	NW	Master Grill*	60	40	\$150	\$200	No
		4-Way Grill	50	40	\$150	\$200	No
Coan	SE	Pavilion	200	75	\$200	\$300	No
East Lake	SE	Gazebo #1, 2 or 3	50 each	30 each	\$100 each	\$150 each	No
Grant	SE	Pavilion # 1 or 2	300 each	74	\$300 each	\$400 each	Yes/ No Key Required
		Gazebo	30	20	\$100	\$150	
Howell	SW	Gazebo	15	10	\$100	\$150	No
Maddox	NW	Main Pavilion	125	Varies	\$100	\$150	No
Mozley	NW	Main Pavilion	100	Varies	\$150	\$200	No
Oakland City	SW	Main Pavilion	100	Varies	\$100	\$150	No
Perkerson	SW	Main Pavilion	100	Varies	\$100	\$150	Yes/Key Required
Piedmont (**Wedding only)	NE	Main Pavilion	160	64	\$200	\$300	No
		Double Decker	30	25	\$100	\$150	
		Gazebo**	10	5	\$100	\$150	
Pittman	SW	Pavilion #1 or 2	30	Varies	\$100 each	\$150 each	No
Rosa L. Burney	SW	Gazebo	40	Varies	\$100	\$150	No
South Bend	SE	Main Pavilion	150	Varies	\$150	\$250	No
Stone Hogan	SW	Pavilion # 1 or 2	40 each	Varies	\$50 each	\$75	No
Washington	NW	Main Pavilion	125	Varies	\$150	\$200	Yes/Key Required
Woodruff	NE	Gazebo	20	10	\$100	\$150	No